



Audit Committee Meeting

Minutes

A#01-23

Tuesday, June 20, 2023, 1:30 p.m.

Council Chambers

225 East Beaver Creek Road

Richmond Hill, Ontario

An Audit Committee meeting of the Council of the City of Richmond Hill was held on Tuesday, June 20, 2023 at 1:30 p.m. in Council Chambers via videoconference.

Committee Members present in Council Chambers:

Mayor West
Councillor Thompson

Regrets:

Regional and Local Councillor DiPaola

Also in present via videoconference:

Councillor Cui
Councillor Cilevitz

Staff Members present in Council Chambers:

D. Joslin, City Manager
S. Adams, Commissioner of Corporate and Financial Services
A. Iannucci, Chief Transformation Officer
G. Li, Director, Financial Services and Treasurer
L. Conde, Manager, Strategy and Government Relations
R. Pooya, Project Manager - Corporate Innovation & Continuous Improvement
D. Selicean, Financial Management Advisor - Capital and Reserves Management
S. Huycke, City Clerk
R. Ban, Deputy City Clerk
K. Hurley, Council/Committee Coordinator
C. Connolly, Legislative Services Assistant

Staff Members present via videoconference:

- T. Steele, Commissioner of Community Services
- A. Dimilta, City Solicitor
- P. Masaro, Executive Director, Infrastructure and Engineering Services
- M. Flores, Director, Policy Planning
- D. Hearn, Director, Recreation and Culture
- A. Ierullo, Director, Economic Development and Richmond Hill Centre
- N. Kalyvas, Director, Facility Management
- L. Chen, Manager, Fiscal Planning and Strategy
- A. Nichols, Manager, Public Works Support Services

Melanie Dugard, Principal, Grant Thornton LLP; Bak Ikram, Senior Internal Auditor, Region of York; and Michelle Morris, Director, Audit Services, Region of York; were also in attendance via videoconference.

1. Adoption of Agenda

Moved by: Councillor Thompson

That the agenda be adopted as distributed by the Clerk.

Carried Unanimously

2. Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by members of Council under the *Municipal Conflict of Interest Act*.

3. Delegations

There were no delegations.

4. Scheduled Business

4.1 Report from Grant Thornton LLP, dated June 20, 2023, regarding the Communication of Audit Strategy and Results for the year ended December 31, 2022

Melanie Dugard, Principal, Grant Thornton LLP, provided an overview of the information contained in the Report to the Audit Committee, Audit Strategy and Results, for the year ended December 31, 2022. She reviewed details of the Report related to audit risks and results, accounting practices, and adjustments and uncorrected misstatements, and highlighted the information contained in Appendix 'A' related to the audit overview and approach.

Moved by: Councillor Thompson

a) That the Report from Grant Thornton LLP, dated June 20, 2023, regarding the Communication of Audit Strategy and Results for the year ended December 31, 2022, be received.

Carried Unanimously

4.2 SRCFS.23.036 - 2022 Draft Consolidated Financial Statements

Moved by: Councillor Thompson

a) That the 2022 Audited Consolidated Financial Statements, attached as Appendix 'A' to staff report SRCFS.23.036, be approved and published;

b) That the Mayor and the Treasurer be authorized to sign the Financial Statements;

c) That the 2022 Audited Richmond Hill Public Library Board Financial Statements (to be approved by the Library Board in June 2023), attached as Appendix 'B' to staff report SRCFS.23.036, be received for information purposes.

Carried Unanimously

4.3 SRCFS.23.033 - Capital Project Financial Status Report

Gigi Li, Director, Financial Services and Treasurer, made a presentation to the Audit Committee regarding the Capital Project Financial Status Report. She reviewed the Capital Project Financial Status Report objectives, highlighted projects that have been completed or closed, and noted project budget and funding adjustments. G. Li reviewed the Capital Budget Financial Monitoring Policy, advised of ongoing projects, and concluded the presentation by summarizing the recommendations contained in staff report SRCFS.23.033.

Moved by: Councillor Thompson

a) That all capital projects listed in Appendix 'A' to staff report SRCFS.23.033:

- i. Be closed;
- ii. Projects with a net surplus of \$1.02 million be returned to sources as identified; and

b) That Budget and Funding Adjustments in the amount of \$2.53 million funded from sources as identified in Appendix 'B' to staff report SRCFS.23.033 be approved;

c) That the Status of Capital Projects List in Appendix 'F' to staff report SRCFS.23.022 be received.

Carried Unanimously

4.4 SRCM.23.09 - Internal Audit - Fleet Services Final Report

Moved by: Councillor Thompson

a) That staff report SRCM.23.09 regarding the Internal Audit of Fleet Services be received for information.

Carried

4.5 SRCFS.23.031 - Banking By-law Update

Moved by: Councillor Thompson

a) That By-Law 67-23, attached as Appendix 'A' to staff report SRCFS.23.031, be enacted in order to authorize and approve cheque signing, EFT payment, wire transfers, and general banking controls, and that By-law 65-15 be repealed.

Carried

5. Adjournment

Moved by: Councillor Thompson

That the meeting be adjourned.

Carried

The meeting was adjourned at 1:52 p.m.